ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM   09-052

TO: District Superintendents, Business Managers and Head Teachers

FROM: Yousef Awwad, Director of School Finance

DATE: February 26, 2009

SUBJECT: A.R.S. 15-825 (B) - Certificates of Educational Convenience: CEC-B
                   CEC-B Application Procedure & Data Submission Requirements

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Districts that have students who qualify as a "CEC-B student" in accordance with A.R.S. §15-825 (B), may apply to their County School Office for a Certificate of Educational Convenience. Upon approval, the County School Office will submit the actual certificate to the Department of Education, School Finance Unit. **It is important that districts request certificates for all students they intend to claim. Concerning A.R.S. § 15-824.F, there is no funding formula available for students that do not have a Group B disability.**

The CEC funding for your school district is dependent on valid, complete certificate information that includes each student's SAIS ID number. Any student reported as CEC-B that does not have corresponding SAIS information on the student's certificate or list will NOT be funded as a CEC-B student. If necessary, to ensure accurate funding for existing certificates, amend the certificate(s) to include the student SAIS ID number, and re-submit to School Finance at SchoolFinance@azed.gov.

If your district plans to claim Actual Cost funding for students attending a private school, submit a list of student name(s), enrollment date(s), the name of the private school, and projected tuition charges to School Finance at SchoolFinance@azed.gov.   You may obtain a list of all certificates received by ADE for your district by submitting a written a request to SchoolFinance@azed.gov.

SAIS Reporting Requirements for CEC-B Students:

All required CEC-B student detail data successfully submitted and processed by March 20, 2009 will be eligible for funding during FY 2009. Data received after March 20, 2009 will NOT be included in the district's excess costs or actual costs calculations.

CEC-B students must be reported through Student Detail Membership transactions (ADM) and, if applicable, Special Education Needs transactions (SPED). If data has already been submitted and does not meet the following criteria, make any necessary corrections to ensure accurate funding calculations.

Average Daily Membership Transactions (40th and 100th Day Counts)

SAIS submission of Membership transactions for all CEC-B students the district intends to claim is required. <u>Special Enrollment Code field must be set to "2"</u> to identify CEC-B students. If there are any concerns or questions about which field this relates to, please contact your student management system vendor for more information.

The following reports may be used to review and/or analyze CEC-B student reporting:

Student Detail Reports (Private): The SDADMS 71, 72 and 75 reports are accessible via Common Logon/Student Detail Data Interchange/Download page.

Student Count Reports (Public): The ADMS 45-1 and 540-1 for CEC-B are accessible from the ADE web site on each district's home page at http://www.ade.az.gov/districts/.

Special Education Needs Transactions (December 1, 2008 & February 1, 2009)

SAIS submission of Special Education Needs transactions for all CEC-B students the district intends to claim is required. <u>Special Enrollment Code field must be set to "2"</u> to identify CEC-B students. If there are any concerns or questions about which field this relates to, please contact your student management system vendor for more information.

The following reports may be used to review and/or analyze CEC-B student reporting:

Student Detail Reports (Private): The SDSPED71report is accessible via Common Logon/Student Detail Data Interchange/Download page.

Student Count Reports (Public): The CEC-B SPED04 and CEC-B SPED16 reports are accessible from the ADE web site on each district's home page at http://www.ade.az.gov/districts/.

Please review the data on all of these reports for accuracy and submit any necessary corrections to be consistent with the above-mentioned procedures. Doing this will ensure that funding will follow the student appropriately.

If you require SAIS technical assistance, please complete the request form available on the System Training and Response (STaR) Team webpage at: http://www.ade.az.gov/schoolfinance/STaR/

If you have questions or need assistance completing these forms please contact Kim Lawrence at (602) 542-8244 or send an email to kim.lawrence@azed.gov.